

**Job Description:**

The Secretary/Receptionist is the first point of contact for citizen-customers. This position requires the ability to perform multiple tasks at the same time – including answering phone calls, waiting on customers and responding to emails in a timely manner. A pleasant personality and neat appearance is essential. The Secretary/Receptionist reports to the Town manager. The position required a high degree of interaction with associates and managers in all town departments. All departments will depend upon the person in this position to provide clerical support.

**Job Duties:**

Duties of this position included opening the administrative office for business each day. Message retrieval, answering phones and relaying accurate messages to the proper departments in a timely manner is critical. Incoming and outgoing mail is processed. Accounts payable are prepared and bookkeeping/filing is done regularly. Photocopying, collating reports and faxing documents are typical duties. This position is responsible for the registration and payment of permit fees by customers for such items as parking passes, bonfires and parking tickets. Other duties may be assigned by the Town Manager.

**Specific Skill Requirements and Essential Job Functions:**

Candidates are required to be familiar with office terminology, procedures and equipment. A high degree of proficiency in the English language, both written and spoken, is required. Working knowledge of personal computers with a demonstrable capability to perform tasks in Microsoft Word and Excel is required. Candidates should have completed an accredited four-year course of study in a relevant field. An equivalent combination of coursework and experience is acceptable. The ability to work well with others and to effectively manage customer relations in a public environment is essential.

**Town of Fenwick Island:**

The Town of Fenwick Island is the municipal government of a town with 400 permanent residents and up to 5,000 visitors per week in the summer. It maintains administrative staff, police, public works and beach patrol departments.